

REGISTERING IN TAP

TAXPAYER ACCESS POINT (TAP)

(Registration is a one-time occurrence for you to access TAP)

If you are an existing user there is no need to register again.

Go to the TAP website at <https://tap.dor.mt.gov/#1>
(you can add this website to your favorites)

Click "Sign Up Now"

Taxpayer Access Point

Montana Department of Revenue

Welcome to Taxpayer Access Point (TAP)

Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

Business

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

Unclaimed Property
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

Liquor

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Login Features

LOGIN [Forgot my Password](#)

Username

Password

Authorization Code:

SIGN UP FOR ACCOUNT ACCESS

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

Click "Select Your Account Type" next to Step 1:

Taxpayer Access Point

Menu

- Home
- Back
- Help
- TAS**
- Toggle Log

RunDate: 03-Feb-2014
Last Request: 426ms

Sign in for TAP access

Step 1: **Select Account Type**

Click drop down arrow and select "Agency Liquor Store Account"

No need to change Professional Tax Preparer or enter SSN or FEIN

Click "Ok"

Step 1

Select your account type, or if you are a tax preparer enter your SSN or FEIN

Taxpayer

Select Your Account Type

Agency Liquor Store Account

OR

Professional Tax Preparer

Are you a Professional Tax Preparer?

No

As a tax preparer, enter your SSN or FEIN

OK Cancel

Click "Business Account Registration" next to Step 2:

Taxpayer Access Point

Montana Department of Revenue

Menu

- Home
- Back
- Help
- TAS
- Toggle Log

RunDate: 03-Feb-2014
Last Request: 1129ms

Sign up for TAP access

Step 1: [Select Account Type](#)

Account Type: Agency Liquor Store Account

Step 2: [Business Account Registration](#)

<< Needs Correction

Submit Cancel

"Needs Correction" appears because you haven't completed registration.

Enter your "Liquor Account Number" (XXXXXXX -XXX-LIQ). We will provide you with your Account Number if you don't have it. Enter your mailing address "Zip Code".

Click "Ok"

Account Reg Grid

Account ID

Country

Zip Code (for your account)

Required

Format: ____-____-____

OK Cancel

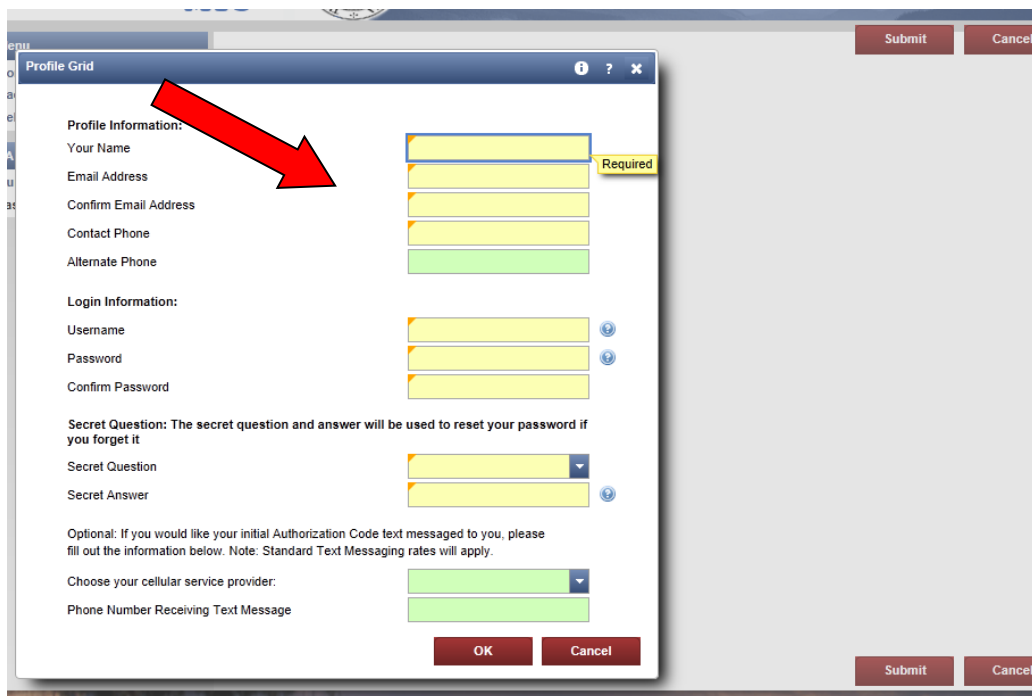

<< Needs Correction

Click "Profile Information" next to Step 3:

Enter the information needed in each "Required" field in the "Profile Information Section". The "User ID" must be six or more characters for logging in. The "User ID" (at least 6 characters) and "Password" (alpha/numeric) fields are case sensitive.

If you would like your initial "Authorization Code" text messaged to you, please fill out the information in the green boxes at the bottom of the page. This will allow you to access your account information if you are not at the store (i.e. account's office).

Click "Ok"



IMPORTANT:

Please remember your User Id (Username) and Password so you can access your TAP account in the future.

Click "Submit" button to Complete Registration



Taxpayer Access Point  **Montana Department of Revenue**

Menu
Home
Back
Help

TAS Toggle Log
RunDate: 03-Feb-2014
Last Request: 799ms

Sign up for TAP access

Step 1: **Select Account Type**
Account Type: Agency Liquor Store Account

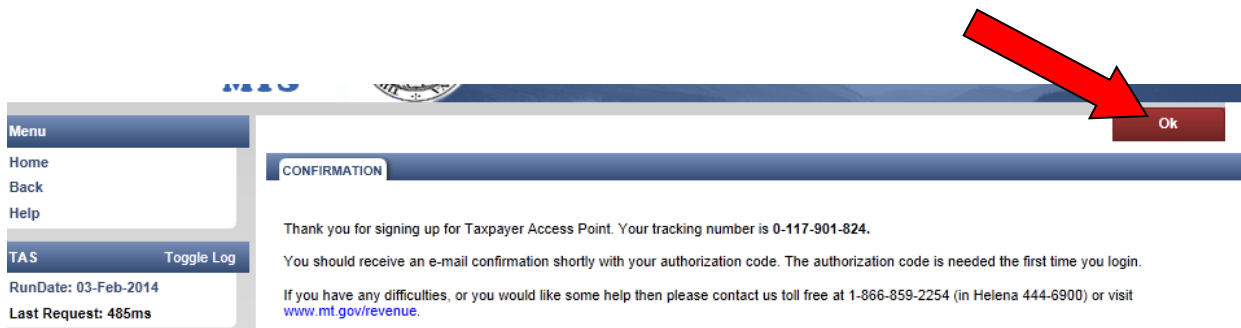
Step 2: **Business Account Registration**
Account ID: LIQ


Step 3: **Profile Information**
Name:
Email Address:
Username:

Step 4: Click the 'Submit' button to complete registration.

Submit Cancel

Once you click on Submit you will get the below Confirmation. Keep record of the tracking number for future reference.



TAS 

Menu
Home
Back
Help

TAS Toggle Log
RunDate: 03-Feb-2014
Last Request: 485ms

CONFIRMATION

Thank you for signing up for Taxpayer Access Point. Your tracking number is 0-117-901-824.

You should receive an e-mail confirmation shortly with your authorization code. The authorization code is needed the first time you login.

If you have any difficulties, or you would like some help then please contact us toll free at 1-866-859-2254 (in Helena 444-6900) or visit www.mt.gov/revenue.

Ok

You will be emailed an authorization code (i.e. LW653P). You will need this code for your **first login** to enter TAP.

Example of the emailed Authorization Code:

EMAIL You Will Receive:

DoNotReply.TAP@mt.gov

Thank you for signing up to use Montana Department of Revenue's online services, Taxpayer Access Point (TAP). TAP is a service that allows you to view and manage your accounts with the Montana Department of Revenue online. The first time you log in, the authorization code **LW653P**, will be required. Your User ID is _____.

If you need help logging in, please contact us toll free at (866) 859-2254 (in Helena 444-6900) between the hours of 8am and 5pm, Monday through Friday.

Click "Ok" on the Confirmation screen. This will take you to the TAP sign on screen. Type your Username, Password, and Authorization Code in the below fields.

Click "Login".

The screenshot shows the Montana Department of Revenue's Taxpayer Access Point (TAP) interface. The header includes the Montana Department of Revenue logo and the title 'Taxpayer Access Point'. The left sidebar contains a 'Menu' with links to Home, Back, and Help, and a 'TAS' section with 'Toggle Log' and status information. The main content area is titled 'Welcome to Taxpayer Access Point (TAP)' and is divided into four categories: Individual, Business, Unclaimed Property, and Liquor. Each category has a list of services. The Business category is highlighted with a red arrow. On the right, there is a 'LOGIN' section with fields for Username, Password, and Authorization Code, and a 'Login' button. A 'Forgot my Password' link is also present. Below the login section is a 'SIGN UP FOR ACCOUNT ACCESS' section with links for 'Benefits of Signing Up', 'Who Can Use TAP Login?', and 'Tax Types Available on TAP', and a 'Sign up Now!' button. A red arrow points to the 'Business' category, and another red arrow points to the 'Authorization Code' field.